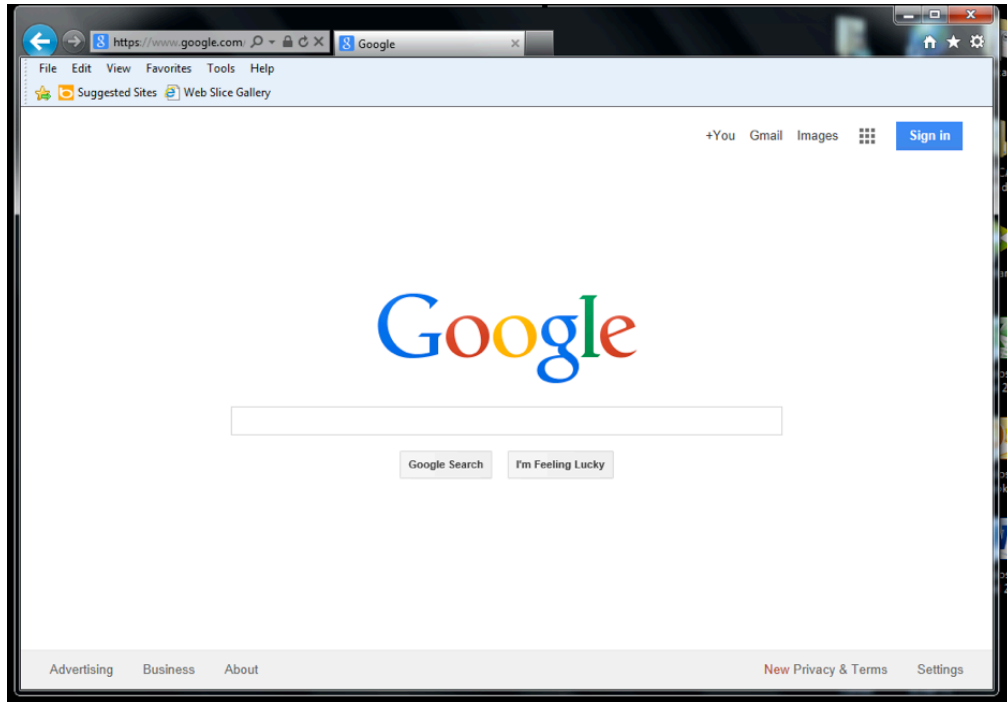
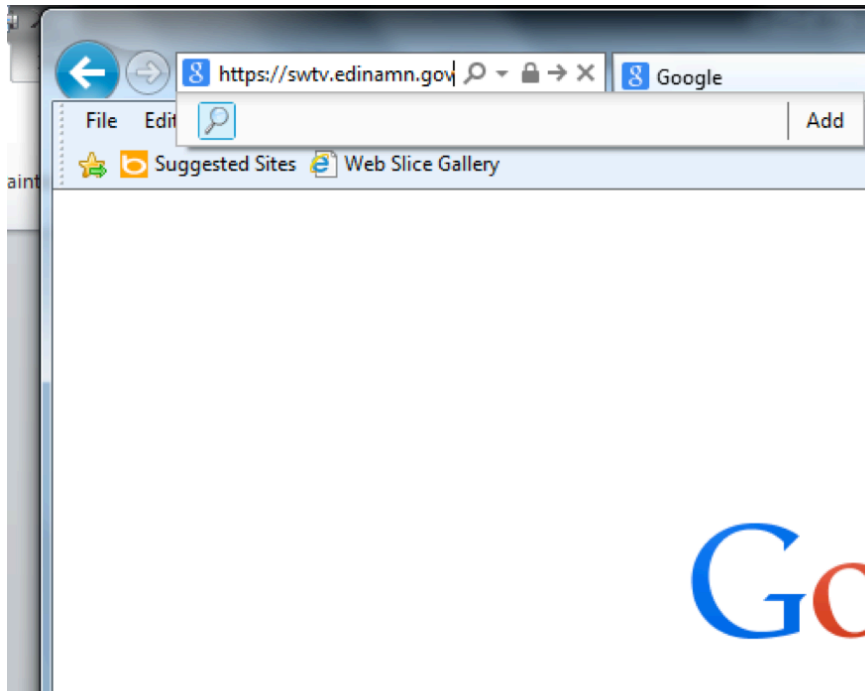


# UPLOAD YOUR PROGRAM TO THE FTP SERVER

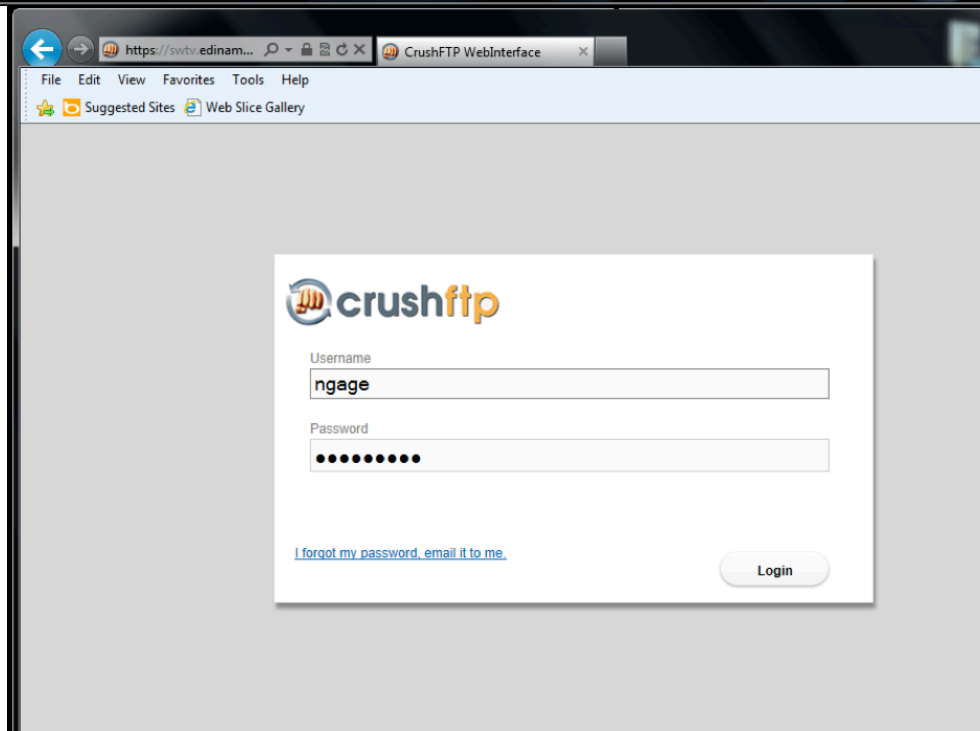
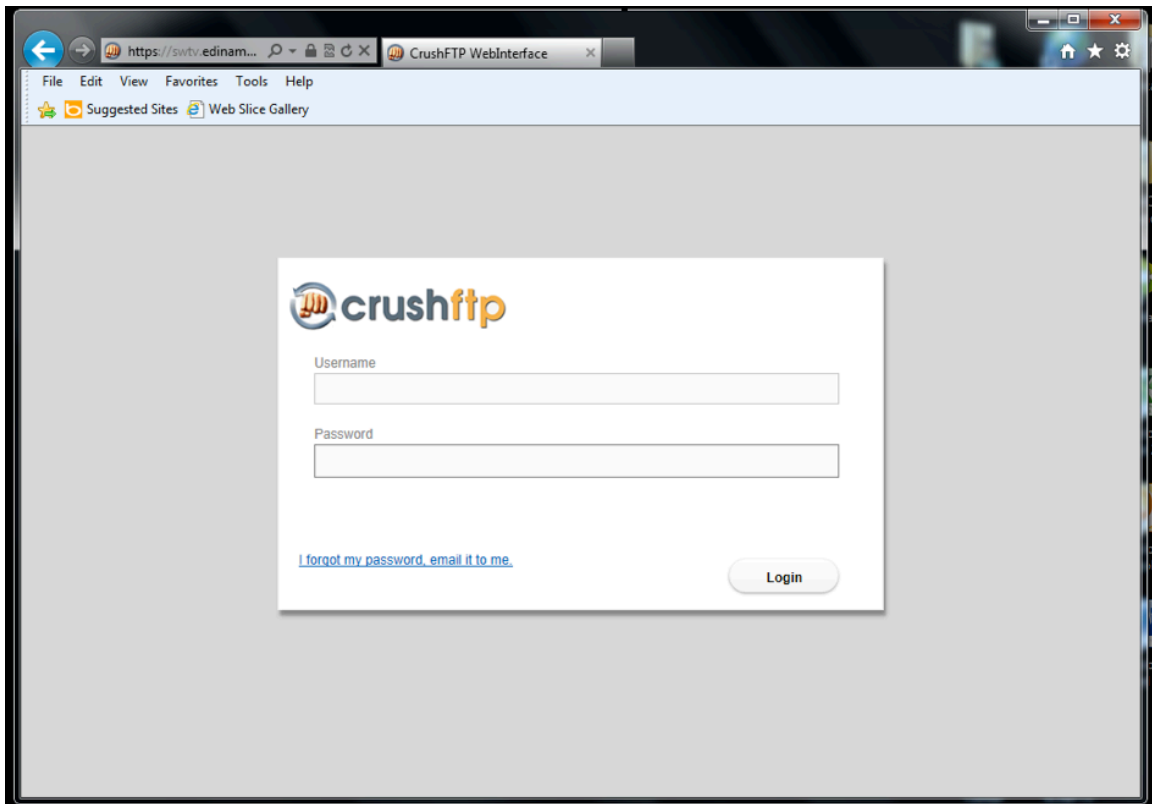
1. Open your favorite web browser.



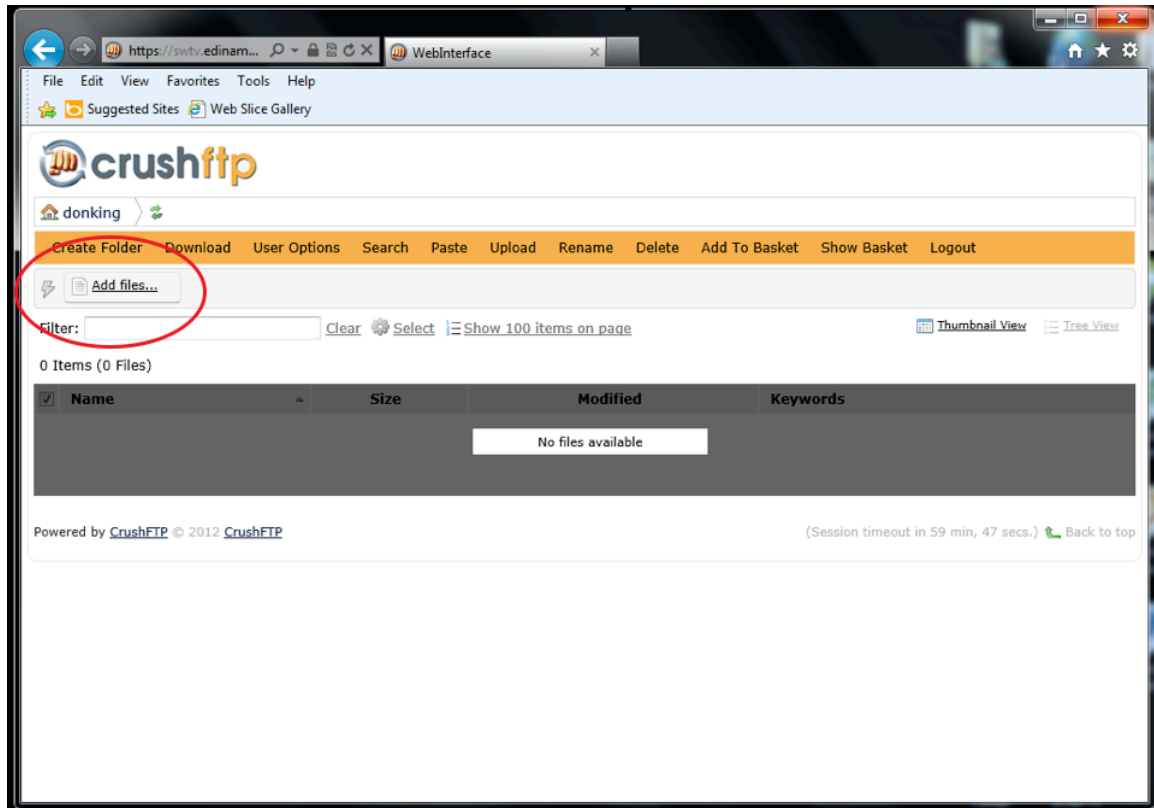
2. Type <https://swtv.edinamn.gov> into the address bar.



3. You will see a login screen like this where you can enter your username and password. (If you do not have a username and password, contact the Community Television Administrator for assistance.)



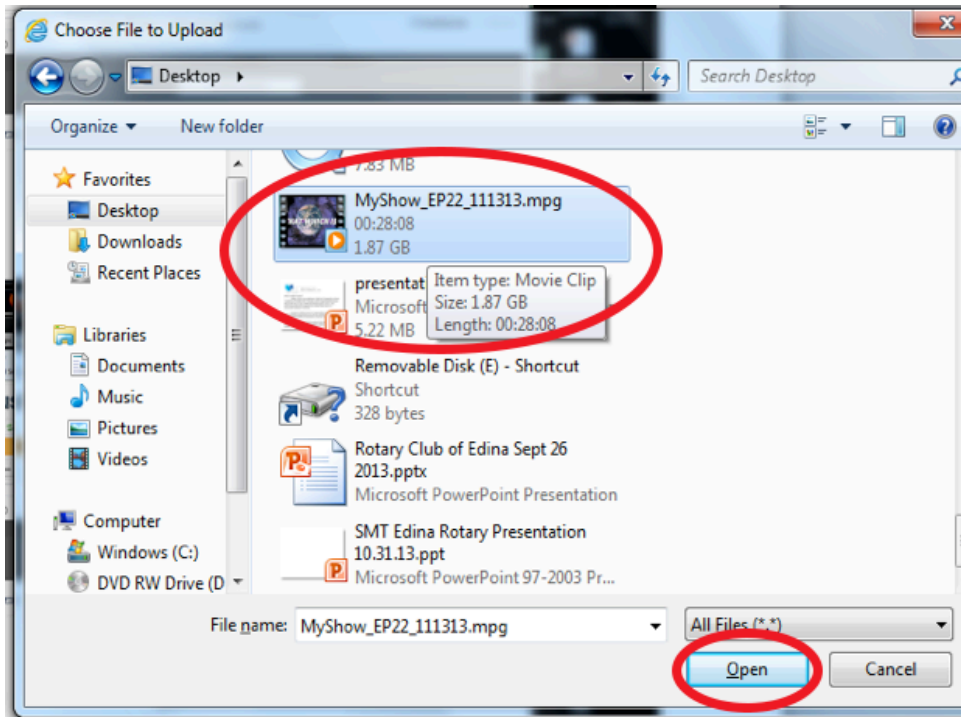
4. You will hit the **Add Files** button.



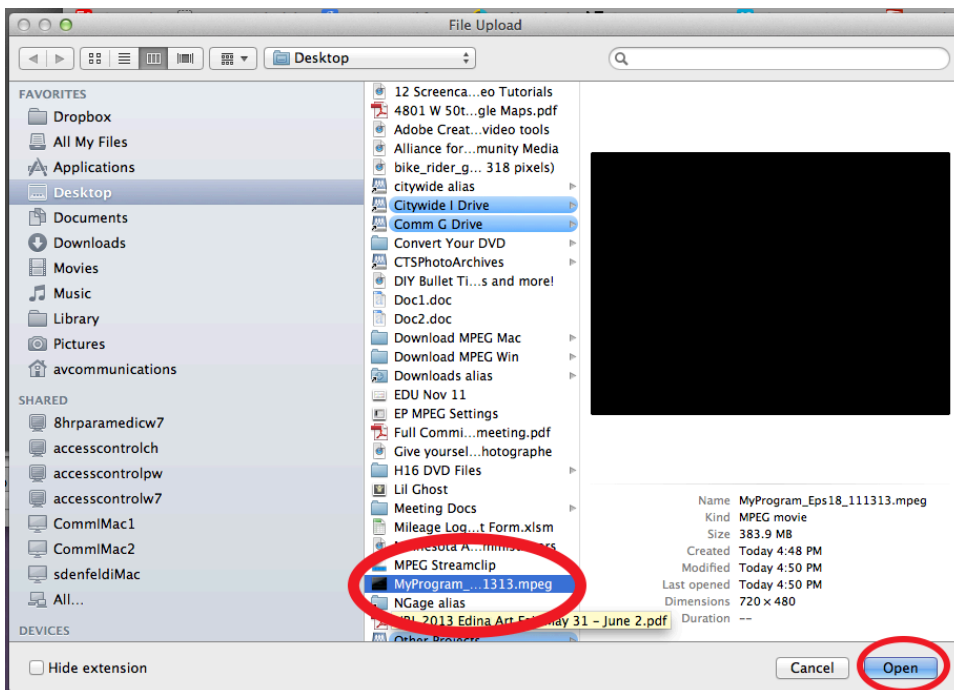
5. Navigate to the place on your PC where you saved the program file you created with MPEG Streamclip or another video conversion or exporting tool. Then hit **Open**.

(If you received assistance from the Edina Playback Facility's documentation, then that file is likely residing on your desktop.)

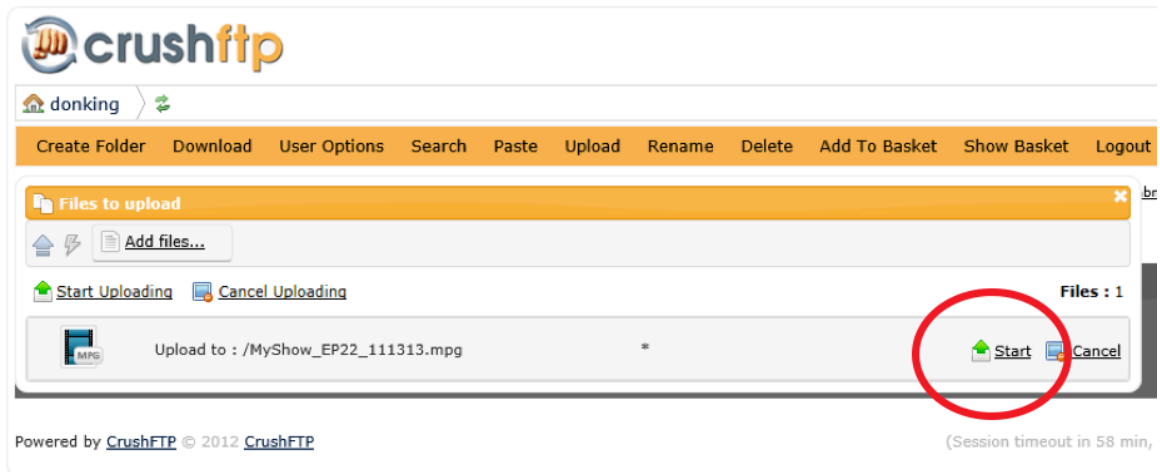
Here is what a PC window will look like at this stage:



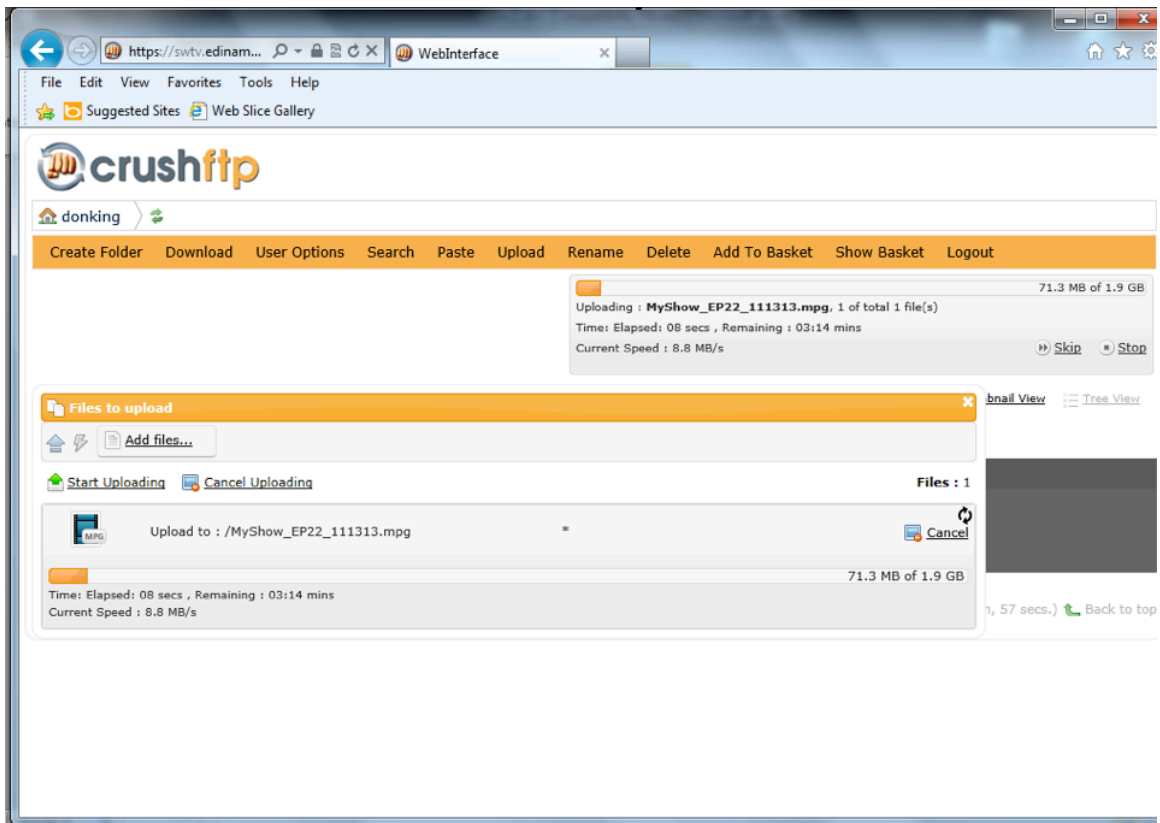
Here is what a Mac window will look like at this stage:



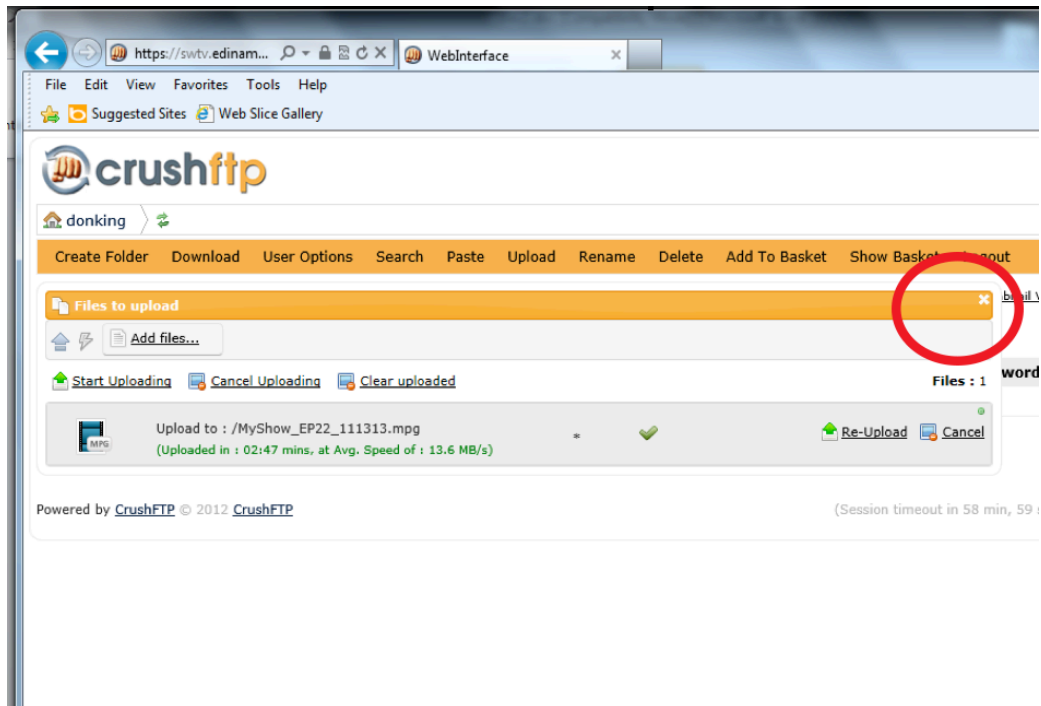
- After you hit 'Open,' there will be a little green arrow icon inside of the FTP server interface that says **Start**. Click it.



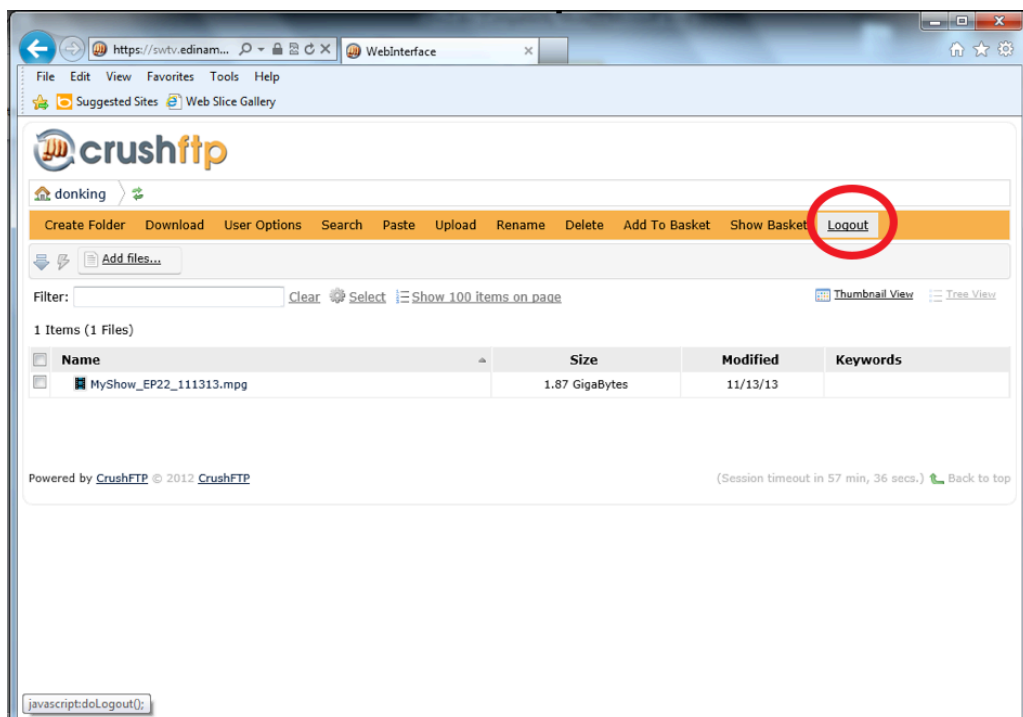
7. A status bar will appear informing you about your file's upload progress.



8. When your upload is complete, you will see a window with some statistics in green and a green checkmark. Go ahead and close that window using the 'x' in the upper right hand corner.



9. Now you are safe to logout of the server knowing that your file is waiting to be scheduled for programming.



PRODUCERS SHOULD TAKE NOTE: All program files should be accompanied by a **Public Cablecast Request Form**. These forms can be uploaded right to the FTP server using the **Add Files** button from Step 4.

Interactive forms can be downloaded to your computer from the SWTV website, filled out, saved, and then uploaded to the server.

Forms can also be filled in by hand and faxed to 952-826-0389 or mailed to Edina City Hall at 4801 W. 50<sup>th</sup> St, Edina, MN 55424.

Forms can also be filled out by hand, scanned in, and uploaded. If a good quality photo of the form can be obtained, that image can be uploaded to EPF's FTP server as well.

